

# Claim Form

## VAT pre-paid on Returned Goods



PLEASE COMPLETE USING BLOCK CAPITALS

Our reference number:

### CUSTOMER DETAILS

|                                     |             |         |
|-------------------------------------|-------------|---------|
| Title ( <i>Mr, Mrs, Miss, Ms.</i> ) | Full name   | Company |
| Address                             |             |         |
| Postcode                            |             |         |
| Tel. (home)                         | Tel. (work) | E-mail  |

### POSTING DETAILS (The address of the initial recipient of the goods)

|   |                 |         |
|---|-----------------|---------|
| Title ( <i>Mr, Mrs, Miss, Ms.</i> )                       | Full name       | Company |
| Address   |                 |         |
| Postcode  |                 |         |
| Please describe the goods sent and returned               |                 |         |
| Cost Price  |                 |         |
| Where were the goods posted? Please specify which branch. |                 |         |
| Date of posting   | Cost of Posting |         |
| Amount of VAT that was pre-paid                           |                 |         |

### AMOUNT OF CLAIM £

### TERMS AND CONDITIONS

To enable us to process this VAT refund for you, we will require proof of the amount of VAT that was paid and also the packaging to show evidence that this item has been returned. Without this information, no refund can be issued.

### DECLARATION

I declare that, to the best of my knowledge, the information I have provided above is true and correct.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

For further details, please contact Customer Services on 01481 711720

### Privacy Promise

Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy promise. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request. You can find further details of our privacy promise at [www.guernseypost.com/data-protection-policy](http://www.guernseypost.com/data-protection-policy)

### Guernsey Post Limited

Telephone: 01481 726241 Fax: 01481 712082 [www.guernseypost.com](http://www.guernseypost.com) Registration number 38693